



REGIONAL OFFICE  
**EMPLOYEES STATE INSURANCE CORPORATION**  
(ISO 9001: 2008 Certified)

Above The Rajasthan Small Industries Corporation Ltd.,  
(IInd & IIIrd Floor), Udyog Bhawan, Tilak Marg, Jaipur  
Tel- 0141-2385774, Fax-0141-2385776

Website - www.esicrajasthan.com  
E-mail : rd-rajsthan@esic.nic.in



**RECRUITMENT OF UPPER DIVISION CLERK & MULTI TASKING STAFF**

1. Online application are invited to fill up following vacancies in the cadre of Upper Division Clerk & Multi Tasking Staff in the ESI Corporation, Rajasthan. The break up of the vacancies is as under :

Break up of Vacancies	UR	SC	ST	OBC	TOTAL	Out of which Vacancies Reserved		
						PH (OH, HH & VH)	Ex-SM	
Upper Division Clerk	14	5	4	5	28	01	03	
Multi Tasking Staff	23	6	6	10	45	02	05	

- \* Reservation for PH for U.D.C. : One post for OH  
M.T.S.: One post for HH & one post for VH

Abbreviations stand for UR-Unreserved, SC- Scheduled Caste, ST- Scheduled Tribe, OBC- Other Backward Class, Ex-SM- Ex-Servicemen, PH- Physically Handicapped (OH- Orthopaedically Handicapped, HH- Hearing Handicapped, VH- Visually Handicapped)  
Suitability for the post and Physical requirements are as under

Post	Suitability	Physical requirement
UDC	OA, OL, BL, B, LV, HH	S, W, MF, SE, RW, H
MTS	OA, OL, HH, LV, B	S, ST, W, PP, L, KC, SE, RW, C, MF

**Abbreviation Used :**

Sl. No.	Code	Physical Requirements	Sl. No.	Code	Category of disabled suitable for jobs
1.	C	Communication	1.	B	Blind
2.	KC	Kneeling & Crutching	2.	BL	Both Leg
3.	L	Lifting	3.	H	Hearing
4.	MF	Manipulation by fingers	4.	HH	Hearing Handicapped
5.	PP	Pulling & Pushing	5.	LV	Low Vision
6.	RW	Reading & Writing	6.	OA	One Arm
7.	S	Sitting	7.	OL	One Leg
8.	SE	Seeing			
9.	ST	Standing			
10.	W	Walking			
11.	H	Hearing			

**HORIZONTAL RESERVATION** : For Physically Handicapped Persons (with not less than 40% impairment) and Ex-Servicemen is available as per Govt. of India instructions on the subject.

- NOTE :**
1. Candidates belonging to reserved categories are free to apply against vacancies earmarked for Unreserved/General Category.
  2. As the reservation for PH and Ex-Servicemen candidates is on horizontal basis, the selected candidates will be placed in the appropriate category to which the candidate belongs.

**The number of vacancies is provisional and may vary at the time of final selection. The Corporation reserves the right to fill up vacancies as per its actual requirement.**

**2. PAY & ALLOWANCES** : The above posts will carry pay in the Pay Band as given below :

Sr. No.	Post	Pay Band (PB-I)	Grade Pay
1.	Upper Division Clerk	5200-20200/-	Rs. 2400/-
2.	Multi Tasking Staff	5200-20200/-	Rs. 1800/-

In addition to Pay, they will also be eligible for DA, HRA and Transport Allowance as per rules in force from time to time applicable to the employees of the E.S.I. Corporation.

### **3. AGE LIMIT**

For Upper Division Clerk : Between 18 to 27 years of age as on 31.01.2012

For Multi Tasking Staff : Between 18 to 25 years of age as on 31.01.2012

**RELAXATION IN UPPER AGE IS ADMISSIBLE TO CERTAIN CATEGORIES, AS UNDER, WHERE VACANCY IS RESERVED FOR PARTICULAR CATEGORY :**

#### **Relaxation in age**

- a) 05 years in case of SC/ST candidates.
- b) 03 years for Other Backward Classes.
- c) In cases of Ex. Servicemen, service rendered in the Armed Forces plus 03 years.
- d) 10 years in case where the post reserved for PH Category.
- e) Relaxable for employees of the ESI Corporation and Government Servants up to 40 years in accordance with the instructions / orders issued by the Central Govt. provided they have rendered at least three years continuous service under Govt. /ESI Corporation.

### **4. ESSENTIAL QUALIFICATIONS :**

**For Upper Division Clerk**

1. Degree of a recognized University or equivalent.
2. Working knowledge of computers including use of Office Suites and databases

**For Multi Tasking Staff**

Matriculation or equivalent pass.

## 5. AMOUNT OF APPLICATION FEE & MODE OF PAYMENT :

### (a) For Upper Division Clerk

Sr. No.	Category	Fee Amount
1.	SC/ST/PH/Departmental Candidates/ Female Candidates & Ex Servicemen	NIL
2.	All other Categories	225/-

### (b) For Multi Tasking Staff

Sr. No.	Category	Fee Amount
1.	SC/ST/PH/Departmental Candidates/ Female Candidates & Ex Servicemen	NIL
2.	All other Categories	125/-

Candidates are advised to download the fee payment challan, where applicable and to fill in the same, in a clear and legible handwriting in Block letters. Go to the nearest branch of Bank of Baroda with the fee payment challan duly filled in and **pay in cash the appropriate application fee in downloaded challan form only. Candidates are required to pay Rs. 225/- or Rs. 125/- as the case may be +Rs. 25/- as bank service charges. Obtain the counter foil of the fee payment challan duly received by the bank.** Thereafter candidates are advised to apply Online & fill the details regarding fee payment challan viz. Branch Name & Address, Transaction ID/Journal Number and Date of Deposit & Amount and sent the print out of the system generated hard copy alongwith fee payment challan and other required documents, to Regional Office, Employees State Insurance Corporation, Above Rajasthan Small Industries Corporation, (IInd & IIIrd Floor), Udyog Bhawan, Tilak Marg, Jaipur by **10.02.2012**. **Candidates from outside Rajasthan may attach Demand Draft for Rs. 225/- or Rs. 125/- as the case may be, in favour of Employees State Insurance Corporation, Rajasthan drawn on any Scheduled bank payable at Jaipur**

**NOTE : APPLICATION FEE WILL NOT BE ACCEPTED IN ANY OTHER MODE.**

## 6. SCHEME OF EXAMINATION

### (a) Multiple Choice Objective Type Paper (Part-I) for Upper Division Clerk & Multi Tasking Staff.

Post	Type of Examination	Duration	Subjects	Number of question in each subject
Upper Division Clerk & Multi Tasking Staff	Objective	Two hours	(I) Numerical Ability	50 questions
			(II) English Language	50 questions
			(III) General Intelligence	50 questions
			(IV) General Awareness	50 questions

**Remarks :** The questions will be set in English and Hindi for subject (I), (III) & (IV). The maximum marks will be 200.

**Note : The level of difficulty will be as per educational qualification of the respective post. There will be Negative marking i.e. 0.25 marks will be deducted for every wrong answer.**

**(b) Syllabus for Computer Skill Test (Part-II) for Upper Division Clerk.**

The candidates will have to appear for Computer Skill Test for Upper Division Clerk either in English or in Hindi Language. As such they are advised to opt for the medium of examination carefully for Computer Skill Test in the application form. If no option is given, it will be presumed that candidates has opted for English. Computer Skill Test shall comprise the following.

<b>Computer Skill Test ( For Upper Division Clerk )</b>			
Part A	-	Preparation of two Power Points Presentations/Slides on MS-Power Points	10 Marks
Part B	-	Typing a letter/passage/paragraph of about 150-200 words in MS-Word	20 Marks
Part C	-	Preparation of Table/Database in MS-Excel	20 Marks

The total marks of the Computer Skill Test shall be 50 (Fifty) with duration of 30 minutes for completing all the three parts. The Candidates shall be given the text/matter in Question Paper which they have to type/reproduce in the Answer Sheet including formatting of text and use of formulae etc. as per instructions given in the Question Paper.

The Corporation reserves the right to admit only such number of candidates to Part-II of the Upper Division Clerk recruitment as are considered necessary by it for Computer Skill Test, based on the performance of candidates in Part-I examination.

**7. MODE OF SELECTION :**

- (a) The Selection for the post of Upper Division Clerk will be made on the basis of written test ( Part-I Objective Type) followed by Computer Skill Test (For Upper Division Clerk).
- (b) The Selection for the post of Multi Tasking Staff will be made on the basis of written test (Objective Type) only.

8. Candidates are advised to provide the valid Email ID and mobile number for communication purpose.

**9. HOW TO APPLY :**

Intending candidates should first register themselves Online by visiting the ESIC Rajasthan website [www.esicrajasthan.com](http://www.esicrajasthan.com). However, before entering the details in the Online application form, the candidates are advised to keep the following documents ready with them.

- (i) Detailed Marks sheets.
- (ii) Date of Birth Certificate.
- (iii) Caste Certificate.
- (iv) Duly paid copy of fee payment challan (where applicable)

After successful registration, a system generated hard copy of Online application duly signed alongwith testimonials mentioned at Sr. No. 10 may be sent in the cover super subscribed "**Application for the post of .....**& **Category (UR/SC/ST/ OBC/ PH/EX-SM).....**" by **registered post/speed post only** so as to reach at the following address by **closing date i.e. 10.02.2012**

The Regional Director,  
Regional Office,  
Employees State Insurance Corporation,  
Above Rajasthan Small Industries Corporation, (IInd & IIIrd Floor),  
Udyog Bhawan, Tilak Marg, Jaipur

10. The following documents should be attached with application form :

- (a) For Upper Division Clerk, the candidates should submit system generated hard copy of Online application duly signed by the candidate with attested coloured photograph, by a Group "A" or Group "B" Gazetted Officer, pasted on it and fee payment challan wherever required. **No other documents are to be sent at this stage.**
  - (b) For **Multi Tasking Staff**, the candidates should submit system generated hard copy of Online application duly signed by the candidate with attested coloured photograph, by a Group "A" or Group "B" Gazetted Officer, pasted on it along with the fee payment challan wherever required, attested copies of certificates and testimonials in support of proof of age, date of birth, education qualifications etc. and copy of certificate in support of belong to SC/ST/OBC/PH/Ex-Servicemen Category.
11. Those candidates who are employed in Govt./Semi Govt./Autonomous Bodies etc. should send their system generated hard copy of Online applications through "Proper Channel". However, they may send an advance copy of their system generated hard copy of Online application alongwith requisites mentioned at Sr. No. 10 so as to reach this office on or before the closing date.

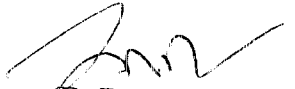
## 12. GENERAL INSTRUCTIONS :

- (i) Candidate should submit one application for one post only. They may apply separately for more than one post. Candidates who are applying for more than one post have to submit examination fee separately, if applicable. Submission of more than one application for same post may lead to rejection of all the applications submitted for the post applied for.
- (ii) The candidate selected/appointed shall be liable to be posted anywhere in Rajasthan Region.
- (iii) Mere submission of application does not confer any right to be called for examination.
- (iv) Application downloaded from the website after completing the Registration Process will only be accepted.
- (v) Incomplete/Unsigned system generated hard copy of Online applications received without fee payment challan wherever applicable, attested coloured photograph, attested copies of certificates and testimonials as mentioned in Sr. No. 10, will summarily be rejected without any communication to the Candidates.
- (vi) Wrong declaration, submission of false information or any other action contrary to law shall lead to cancellation of candidature at any stage.
- (vii) Fee once paid will not be refunded under any circumstances.

13. The last date for submission of Online application form is **31.01.2012 by 05:00 P.M.**

14. The last date for submission of system generated hard copy of Online application alongwith documents required as per Sr. No. 10 is 10.02.2012 by 5.00 P.M. Application received after 10.02.2012 for whatever reason of delay including postal delay shall be treated as invalid and therefore, rejected. For Candidate from “Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep” the last date for receipt of hard copy of system generated online application (generated up to 31.01.2012 at 05.00 PM) will be 20.02.2012.
15. The date and venue of the examination shall be informed later.

**CAUTION : CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION AND SHALL LEAD TO CANCELLATION OF THE CANDIDATURE.**

  
(R. P. MEENA)  
**REGIONAL DIRECTOR**